



Electronic Plan Submittal – Frequently Asked Questions

These are for plans received after January 1, 2009 all other plans will follow previous procedures

Question: What format is acceptable?

Answer: TIF is preferred at 300 DPI and 32 BIT; however PDF format is also acceptable.

Question: What if we don't have the software to convert from PDF to TIF?

Answer: Development Services Department will be able to convert from PDF to TIFF

Question: Can we e-mail our electronic plans, and if so, to whom?

Answer: Yes, once you have received a permit number you can email your plans to: DSDPlanReview@elpasotexas.gov All electronic email must be accompanied with the permit number or your plans will not be processed.

Question: How do we submit revised plans?

Answer: A complete set of revised electronic plans and 2 complete hard copies need to be submitted and approved before permit issuance.

Question: How many plans do we need to submit and what is the procedure?

Answer: Two complete sets (hard copies), and 1 Electronic CD, if Health review is required, you need to submit an additional set (hard copy).

Question: Who is exempt from submitting electronic plans?

Answer: Applicants applying for minor work, i.e., fences, curb cuts, general repair work, swimming pools and / or window replacement do not need to submit an electronically copy if the plans are in bond paper 8 ½" X 11" or 8 ½" X 14". At Plans' Examiners discretion, upon reviewing 2 complete sets (hard copies) any front counter review can be exempt from electronic submittal.

Question: How many plans can we submit on a disc?

Answer: Limitless, as long as folders are created and each folder is identified.

Question: Can we submit plans on a flash drive?

Answer: Yes, in order for staff members to scan for viruses and upload the information, the flash drive will be left at Development Services Department, and will be returned the following business day.

Question: Why do we have to submit electronic plans upon submittal and not towards the final plan review process?

Answer: Development Services Department is requesting the electronic CD upon submittal, but may be submitted prior to issuance of a permit.

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Spring 2009

Development Services Department

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